

Player Accounts

Creating Individual Player Accounts

1. To create an individual player account, click on the **CLUB/HOME ASSOCIATION** tab and then on **PLAYERS** in the blue menu bar. Once on the Manage Players screen click on the **CREATE PLAYER PROFILE** link at the top of the search filters box.

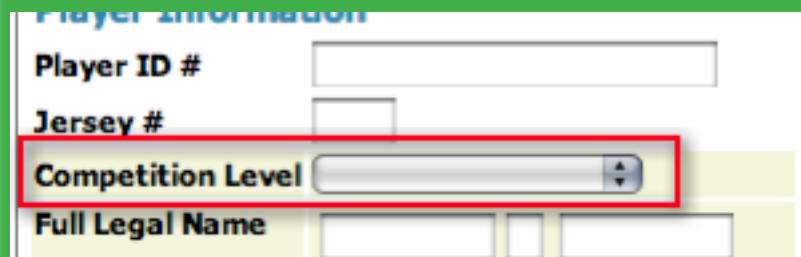
[+ Create Player Profile](#)

2. Once on the player profile page make sure to fill out as much information as possible. It is very important you include an email address for the player. If the player/parent ever forgets their login information they can retrieve it through their email. This is also how they will get their login information once you click the SAVE button.

**** VERY IMPORTANT FOR CLUBS/HOME ASSOCIATION WHOSE STATES USE GOTSOCCEER ****

During the player profile creation you must set your player levels. States base their fees on your players levels, if set incorrectly you will be billed incorrectly by the state. If player levels are left blank, the system will automatically count them as Recreational players and bill you for them Player not participating this season must be set to **INACTIVE** or **DORMANT** depending on how your state words it.

To set your player level choose the option from the **COMPETITION LEVEL** drop down menu



The screenshot shows a form titled "Player Information" with several input fields. The fields are: "Player ID #" (a single text box), "Jersey #" (a single text box), "Competition Level" (a dropdown menu with a red border), and "Full Legal Name" (two text boxes). The "Competition Level" dropdown is currently empty and has a small arrow icon on the right side.

Preparing an Excel Spreadsheet for Import

Before we begin to import a player list, we must discuss the requirements of the actual player file.

The excel file must be converted to CSV format. CSV stands for Comma Separated Values. Each field, column if you are used to excel, starts with a comma and ends with a comma. There are other types of delimited files including Tab, I-Beam and Quote. The good news is excel does it all for you. Just:

- Open an excel file
- Click SAVE AS from the file menu
- You see a drop down or list of formats
- Select CSV (Comma Delimited)
- Press SAVE
- Thats IT!

Before you upload you will probably want to clean up the data in the spreadsheet.

We Suggest:

Player

1. Sort the data by last name, first name, and birthday/ Look for duplicate players. Delete as many as you can.
2. Make sure the columns are formatted for our database
 - Birth date should be in mm/dd/yy format
 - The player name is in two fields; first and last name
 - The parents name MUST be in ONE field. If your data has two fields, use the concatenate function assuming the parents first and last names are in cells B6 and B7, insert a column and use the formula =Concatenate(B6,"",B7) the new cell would return the full name with a space between the first and last name.
 - The player gender cannot be Coed. It must be boy, girl, male, female, m, f, or b, g.
3. Save the file as a CSV
4. We strongly recommend you create another CSV test file with just a few player records (rows). This will allow you to check the imported players and teams to insure they were imported as desired without creating a significant number of duplicate player records.

Teams

Our system can also place the players on a team. The Process requires that both the player and the team be imported at the same time. You cannot upload players then upload teams. The player's team information must be in the same row as the player information. The process requires the following:

- Team Name
- Team Gender; it may be coed or c. This cannot be combined with the team age.
- Team Age group (U10 not U10B)

- You may designate the team as recreational or competitive by creating a column with Comp or Rec as the designation. This is not required.

Uploading into Gotsoccer

The Gotsoccer database is organized in a precise fashion. Each player has their own record. Events, team, and program history are attached to the player profile. If an email address or phone number changes for the player, it will change for all programs, including those have expired. The past programs can be used for email marketing purposes.

1. Make sure you are in the Club section of our software and click on **PLAYERS** in the blue menu bar and **UPLOAD PLAYERS** on the grey menu bar.



2. This brings you to the Import page. Click on the **CHOOSE FILE** button. Browse through your files to the CSV and click **OPEN**.
3. There are a few **FORMAT OPTIONS**. If you are using Excel and saved the file as a CSV file, you won't need to use these options.
 - If your file is formatted with quote marks or other delimiter, choose the appropriate options.
 - You can omit the header row. This will eliminate the first row of your file. Sometimes it is better to leave this row in the file, as matching your file column headings with ours is easier. The only drawback to leaving your column headings in our system will create a player using the header rows. It is easy to find this player, search for your column heading that marks the players last name, and delete the account.

 A screenshot of a 'File Format Options' dialog box. It has a title bar 'File Format Options'. Below the title bar are three options:

- Column Delimiter**: A dropdown menu currently set to 'Comma' with a small arrow icon to its right.
- Data enclosed with quotes**: A checkbox that is currently unchecked. Below it is an example: 'Example: "Boys", "U12"'. The text 'Data enclosed with quotes' is bolded.
- First row contains column headings**: A checkbox that is currently unchecked. The text 'First row contains column headings' is bolded.

 Below these options is a section titled 'Upload Data File'. It contains a 'Choose File' button and the text 'no file selected'. At the bottom right of the dialog box is an 'Upload' button.

4. Click **CHOOSE FILE**. Browse through your files to the CSV and click **UPLOAD**.
5. The system will load the file in preparation for importation, You will see three options above the players list.
 - TEAMS creates teams and place players on the assigned team. See Preparing and Excel Spreadsheet for Import for rules as to how to set up excel document.

- FAMILIES creates family accounts by grouping the players with the same last name plus home phone or address or zip code. Players with different last names can be added to the family account after this process is complete. See our Family Account help section.
- EMAIL NOTIFICATION emails players their username and password. If you have the club extended version of our software you can email user names and passwords at any time. If you have the free account, this is the only opportunity to send an email to using our mailer.

Import Players from Data File

File Contents Preview

Players: Update All Fields (any fields not uploaded will be blank)

Teams: Do not create teams

Families: Do not create family accounts

Email Notifications:

6. Select the options you want to use for the upload. Only the first 10 rows will be visible on the upload screen.

** TIP FOR PLACING PLAYERS ON A TEAM THROUGH IMPORT **

If you want to our system to create teams and place the player on the team you must include the team name, age group and team gender in each player row. If the information is not there for all players those without teams will still be imported, but will not be assigned to a team.

7. At the top of each column on your file will be a drop down menu of our matching fields. In the databases each record must have the same exact name. Simply match your column heading to ours. In the example below we have matched a few of the columns. If you have a column you do not want to import or there are no corresponding fields on our drop down list, select **DO NOT IMPORT**.

Showing first 10 rows below.

Please select field mappings. *Required fields are marked with an asterisk.

Column 0	Column 1	Column 2	Column 3
First Name*	Last Name*	(do not import)	Address
BRITTNEY	ABBOTT		601 14TH ST
BRITTNEY	ABBOTT		601 14TH ST
BRYLEE	ABBRUSCATO		3511 STROMBERG PLACE
BRYLEE	ABBRUSCATO		3511 STROMBERG PLACE

- If the column for Last Name in the uploaded CSV file is called PLAYER LAST NAME the corresponding name from our drop down list is LAST NAME.
- Notice we did not import the blank column.
- Certain of our fields are marked with an * this designates a required field. For players, we require a Last Name, First Name and Gender. Be aware, if you upload just the minimum information we will not be able to assign an age to the player and will not be able to contact then via email or provide other contact options.

8. If you want our system to create teams and place the player on the team you must include the Team Name, Age Group and Team Gender in each player row. If the information is not there for all players, those without teams will still be imported, but not assigned to a team.

Column 18	Column 19	Column 20	Column 21	Column 22
Team Name	(do not import)	Team Gender	Comp. Level	Team Age Group
U12ACADEMY	U98BR	B	R	12
CLUB94BOYS	U97BR	B	R	13
TERS96BOYS	U02BR	B	R	08

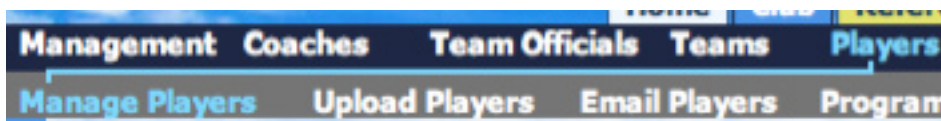
9. Click **IMPORT DATA** at the bottom left of the screen. (If you need to edit your document before uploading, click **UPLOAD ANOTHER FILE** to clear out the one you have on your screen).

10. The next screen reports the action of the import.

Import Players from Data File
Data Import Complete
 Total Players Imported: 17
 Total Rows Skipped: 1

11. In this example we imported 17 players and placed them on a boys U11 team called UNITED. The file also contained players for a Girls U11 team called the POWER. The system placed 10 players on the UNITED and 7 players on the POWER.

12. You can find the list of players and the teams they are on by click on **PLAYERS** in the blue menu bar and **MANAGE PLAYERS** in the grey menu bar.



13. You can sort and email (if you have Club Extended) from this page. We have a much more powerful sort area in the **PLAYER REGISTRATIONS** area.

14. You can also **EXPORT** out your list of players to a CSV or XLS file. Just click one of the two links above the Search Filters box and the document will be downloaded to your computer. NOTE - for those of you in states that use Logical Solutions, the CSV file can be uploaded directly into that software.



Verifying your Player Levels for State Registration

The easiest way for a club to make certain that all of their player levels are set correctly is to first set every player in their account to “Inactive”. To do this they will first click on the “Club” tab, then click on “Players” in the blue menu bar. From there they will set their Page Size to “Infinite” and click on the “Apply Filters” button to put all of the players on the same page. Next, they will click on the word “Select” at the top of the checkbox column to select all of the players with one click. Once all of the players have been selected, they will select “Inactive” from the “Competition Level Management” drop-down menu and then click on the “Set Level” button.

Club Player Accounts

Page Size: Infinite | Photos: No | Teams Column: No | Level: | Rostered: All | Apply Filters

Age: All | Player Name: | Family Acct#: | Competitive Level Management: Set Level = Inactive

Gender: | Player ID#: | Team Name: | Assign Team: Assign = (none)

Player Email: | Parent Name: | Parent Email: |

Enroll Players in a Program: (None) | Select | Email Selected Players | Print Player Forms

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Select	ID#	Level	Last, First Name	Fam.#	Family	Team#	School	Zip	Gender	DOB	Signup	Team	Team Age	State Reg. Date	State Reg. Level
<input checked="" type="checkbox"/>	06120390		abbott, Brittney	18528	abbott		Burlington	79015	F	11/5/1994	U15	GO! Lightning SS, Girls	94/95	None this season	N/A - no level
<input checked="" type="checkbox"/>	06120414		Abbruscato, Brylee	18522	Abbruscato			79121	F	12/20/2000	U9		N/A	None this season	N/A - no level
<input checked="" type="checkbox"/>	06121925		ABBRUSCATO, BRYLEE						F	1/2/2000	U10	Leif's Mustangs	99/00	None this season	N/A - no level
<input checked="" type="checkbox"/>	06121208		Abram, Kristen					79109	M	1/29/1998	U12	U12 Boys	97/98	None this season	N/A - no level
<input checked="" type="checkbox"/>	06121926		ADAME, CLAYTON						M	9/2/1996	U13	U13 Boys	97/98	None this season	N/A - no level

Now, once all of the players have been set to “Inactive” they will click on “Teams” in the blue menu bar and set the Competitive Level of all their teams appropriately, as this will in turn set the Competitive Level of all the players on the teams to that of their team. To do this this they will set their Page Size to “Infinite” and then click on the “Apply Filters” button to put all of their teams on one page. Then they will go down the list and select all of the teams that compete at the same “Competition Level” by checking the appropriate checkbox. Once they have selected all of the teams at the same level, they will select the “Competitive Level” from the “Competitive Level Management” drop-down menu and then click on the “Set Level” button as this will reset the team level and it will in turn set the “Competitive Level” of all the players on that team to the teams “Competitive Level”.

Manage Teams

Page Size: Infinite | Photos: Yes | Filter by Upcoming Event: | Apply Filters

Gender: | Age: | Coach/Manager Name: | Team Name: | Level: | Competitive Level Management: Set Level = Recreational

Enter Teams in an In-House League, Training Program, or other associated event

Items 1 - 154 of 154

Select	Photo	Number	Gender	Age	Years	Club	Team	Level	Coach	Manager	Players
<input checked="" type="checkbox"/>		NC0002SPORTDRIFTERS0000YS	Boys	OPEN	N/A		GetSport Drifters 90 Boys				18
<input checked="" type="checkbox"/>		NC0002SPORTDRIFTERS0000YS	Boys	OPEN	N/A		GetSport Drifters 90 Boys		David Jones		18
<input checked="" type="checkbox"/>		NC0002SPORTDRIFTERS0000YS	Boys	OPEN	N/A		GetSport Drifters 96 Boys				18
<input type="checkbox"/>		NC0002HSHOOLACADDEY	Boys	OPEN	N/A		High School Academy				18
<input type="checkbox"/>		NC0002VOLUTION	Boys	U5	04/05	Vermenters SC	Revolution				2
<input checked="" type="checkbox"/>		NC0002ROCKETS	Boys	U7	02/03	Vermenters SC	Rockets				18
<input type="checkbox"/>		NC0002BURNER	Boys	U7	02/03	Vermenters SC	Sidburner				1
<input checked="" type="checkbox"/>		NC0002SKEETERS	Boys	U7	02/03	Vermenters SC	Skeeters				1
<input type="checkbox"/>		NC0002SMASH	Boys	U7	02/03	Vermenters SC	Smash				10

Once all of the teams have had their Competitive Levels set to where they should be, the only players in the account who are set to "Inactive" will be those players who haven't yet been placed on a team, or who are currently Inactive. This method is the most effective way to verify that all of the players in the clubs account have the proper "Competition Level" and will be billed appropriately by the state.